

Commonwealth of Massachusetts

**Executive Office of Public Safety
Programs Division**



**Violence Against Women Act
Services - Training - Officers - Prosecutors (S.T.O.P) Grant
Federal Fiscal Year 2004 Application for Grant Funds (AGF)**

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Governor**

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**Executive Office of Public Safety Programs Division
Violence Against Women Act S.T.O.P. Grant
FFY 2004 Request for Response**

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**NOTICE TO ALL APPLICANTS:
NEW EOPS SUBMISSION and REPORTING REQUIREMENTS**

The Executive Office of Public Safety (EOPS) Programs Division has revised the VAWA STOP Grant continuation Application for Grant Funds (AGF) to reflect compliance with certifications regarding laws governing civil rights and Equal Employment Opportunity Plans (EEOP). Please carefully review the enclosed instructions and follow all submission requirements so that there will not be a delay in processing your award. In particular, EOPS wants to emphasize the following important information:

Certification of Compliance with Regulations governing civil rights laws and regulations & Equal Employment Opportunity Plan (EEOP) (See Attachments, pg. 43 – Certification of Compliance with Regulations and pg. 46 Executive Office of Public Safety – General Subgrant Conditions) – All subrecipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, subrecipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEOP).

The purpose of an EEOP is to insure full and equal participation of men and women regardless of race or national origin in the workforce of the recipient agency. A recipient agency is defined as any state or local unit of government or agency thereof, and any private entity, institution, or organization, to which Office of Justice Programs (OJP) financial assistance is extended directly or through such government or private entity. An EEOP is a comprehensive document that analyzes the agency's workforce in comparison to its relevant labor market data and all agency employment practices to determine their impact on the basis of race, sex, or national origin. The EEOP includes a written analysis that provides a statistical profile of the internal workforce by race, sex and national origin; identifies problems in employment practices and procedures; specifies corrective action; and forms the basis of ongoing evaluation.

If you have any questions regarding this certification requirement, please contact Diane DeAngelis, VAWA STOP Grant Administrator, at 617-727-6300 ext. 25357 or Jed Nosal, Deputy General Counsel, at x25545. Office for Civil Rights (OCR) Compliance Specialists, who provide technical assistance in preparing EEOP, may be reached at OJP in Washington, DC at 202-307-0690. For additional information and forms regarding civil rights and EEOP compliance, please view the OCR website at <http://www.ojp.usdoj.gov/ocr>.

INTRODUCTION

The Services - Training - Officers - Prosecutors (S.T.O.P) Violence Against Women Formula & Discretionary Grant Program was reauthorized under the Violence Against Women Act (V.A.W.A.) of 2000.

The Violence Against Women Act reflects a firm commitment to improve the criminal justice system's response to violence that occurs when any woman is a victim of domestic violence, sexual assault and/or stalking. By committing significant Federal resources to restructuring and strengthening the criminal justice response to women who have been, or potentially could be, victimized by violence, the safety of all women will be better ensured.

V.A.W.A. 2000 mandates states to apportion S.T.O.P grants in the following manner:

- 30% victim services
- 25% prosecution
- 25% law enforcement
- 15% discretionary
- 5% courts

S.T.O.P. GRANT PURPOSE

This Application for Grant Funds (AGF) provides for the final continuation of funding granted under the FFY 2002 V.A.W.A. S.T.O.P grant solicitation. The primary purpose of the S.T.O.P Grant Program is to provide financial assistance **to develop and strengthen effective law enforcement, prosecution strategies, and victims' services in cases of violent crimes against women**. We strongly encourage programs that are innovative and can be used as models across Massachusetts and the nation. In particular, we encourage programs that ensure **collaborative, community/criminal justice effort** to address the problems of domestic violence, sexual assault and stalking of women.

ELIGIBILITY

The following entities are considered eligible to apply for V.A.W.A. S.T.O.P grant FFY 2004 funds if they are current recipients of S.T.O.P grant funding (FFY2002 and FFY2003) and are bidding to continue the same program.

COURTS

1. The Administrative Office of the Trial Courts: Domestic Violence Project.
2. The Administrative Office of the Trial Courts: Office of the Commissioner of Probation.

LAW ENFORCEMENT

1. Local Police Departments
2. Sheriff's Departments (not required to meet the eligibility requirements necessary for the police departments)

Eligibility Requirements for Police Departments:

- A. In accordance with the Massachusetts General Law, Chapter 209A, Section 15, each law enforcement agency is required to submit to the Secretary of Public Safety a policy consistent with Section 14 of the M.G.L. setting forth that department's domestic violence policy. **All law enforcement agencies applying for FFY 2004 S.T.O.P. grant funding must have submitted such a document to the Secretary of Public Safety.**

If such a certification has previously been submitted to the Executive Office of Public Safety Programs Division, that fact must be noted in the proposal. If no such certification has been submitted to the EOPS Programs Division, it must be submitted along with the proposal.

- B. M.G.L. Ch. 209A, Section 6 (4) instructs departments responding to domestic abuse incidents to leave with victims a written copy of the language set forth in 209A. Applicants for V.A.W.A. grants must document in the grant application their provision for and use of such written notice.
- C. Submit all Uniform Crime Report (UCR) data (i.e., offense, arrest, hate crime, LEOKA, and SHR, as necessary) to the Massachusetts State Police Crime Reporting Unit (CRU) on a monthly basis using the forms and procedures proscribed by the CRU. *This condition does not apply to departments submitting NIBRS data.*
- D. Submit National Incident Based Reporting System (NIBRS) extracts to the Massachusetts State Police Crime Reporting Unit (CRU) and implement a monthly process to do so no later than the conclusion of FFY 2002 funding (September 30, 2003). This condition applies to departments with a records management system whose vendor is capable of creating NIBRS extracts.
- E. All Departments that have previously received V.A.W.A. funding for the Civilian Advocate in Police Department Program must show documentation that the advocate and his or her supervisor(s) have attended a basic three-day training for Civilian Advocates in Police Departments provided through the Executive Office of Public Safety Programs Division.

PROSECUTION

- 1. Massachusetts District Attorneys' Offices.
- 2. Massachusetts District Attorneys' Association.
- 3. Office of the Attorney General.

Eligibility Requirements for Prosecution:

- A. Prosecutorial agencies applying for a FFY 2004 S.T.O.P. Grant must guarantee their use of the *Massachusetts Prosecutors Manual: Domestic Violence and Sexual Assault* for training all prosecutors and the *Victim-Witness Advocate Training Manual* for training all victim witness advocates supported with V.A.W.A. funds.
- B. In an effort to coordinate training initiatives and resources, prior to any domestic violence or sexual assault training conducted by the applicant an agenda and presenters' roster must be submitted to the MDAA and the EOPS Programs Division.

VICTIM SERVICES PROVIDERS

- 1. "Core member programs" of Jane Doe, Inc.
- 2. Non-profit, non-governmental domestic violence or sexual assault victim service programs.
- 3. The Massachusetts Office for Victim Assistance.

Eligibility Requirements for Victim Services Providers:

- A. Non-profit, non-governmental domestic violence/sexual assault programs must show a significant history (over 7 years) of providing services primarily to victims of domestic abuse, sexual assault, or stalking.
- B. The Massachusetts Office for Victim Assistance must act exclusively as pass through agencies to organizations defined by #1 or #2.

OTHER (Discretionary)

- 1. Department of Public Health (exclusively for the SANE program).
- 3. Jane Doe, Inc.
- 4. Public or private non-profit agencies with at least seven (7) years of experience providing direct services primarily to victims of domestic violence or sexual assault or stalking.
- 5. Public or private non-profit agencies that have joined forces with a Jane Doe Inc. "core member program" to begin or enhance services to victims of domestic violence, sexual assault or stalking.
- 6. Sheriffs' Departments.

PURPOSE AREAS

FFY 2004 S.T.O.P grant applications must show a continuation of the program begun with FFY 2002 funding. Small changes in the scope of service may be permitted but the purpose area must remain the same. **Reminder:** Mark the check-box on the cover page if the scope of service has been amended from last year's application.

For your reference, the purpose areas from the FFY 2002 open solicitation are:

- 1. Follow-up activities generated by the report written using FFY 2001 S.T.O.P grant funding. Activities may include a further refinement of recommendations and findings that study the attitudes and needs of practitioners, plaintiffs, defendants, police, advocates and others using the courts to protect adult victims of domestic violence, sexual assault and stalking.**

Eligibility Category: Courts

This project will be guided by an Advisory Committee. A Memoranda of Agreement and a list of scheduled meetings between the AOTC and the Advisory Committee members must be submitted along with the proposal.

- 2. Training for Probation Officers on the topics of domestic violence, sexual assault and stalking.**

Eligibility Category: Courts

This purpose area requires letters of support from three agencies who will be involved with, or affected by, this project.

- 3. Continuation or expansion of specialized domestic violence/sexual assault/stalking civilian advocates working within law enforcement agencies to provide in-house education to officers, follow-up and outreach services to women victims of crime.**

Eligibility Category: Law Enforcement; Other

Standards of practice for these advocates have been created by the Executive Office of Public Safety and the Governor's Commission on Domestic Violence and approved by the Massachusetts Chiefs of Police Association. To assure consistency across the state, advocates hired and supported with V.A.W.A. S.T.O.P. grants must adhere to those standards and the civilian advocate job description included as Attachment A in this AGF.

It is recommended that civilian advocates be employees of a Jane Doe, Inc., "core member program," or other qualifying victim service program and that program for purposes of confidentiality provide clinical supervision of the advocate. If the advocate is not an employee of a Jane Doe, Inc. "core member program," or other qualifying victim service program, the applicants must address the issue of victim confidentiality and clinical supervision for the advocate. Ideally, the law enforcement agency in which the advocate is located will provide administrative supervision, an office, computer, phone and other necessities as a "soft match" for the grant while clinical supervision of the advocate is provided by the local battered women's program for that city or town (catchment area as defined by the Department of Social Services).

Grantees must guarantee that S.T.O.P grant funded advocates and their police supervisors will attend the Civilian Advocate in Police Departments trainings offered through other S.T.O.P grant recipients. All advocates must prove attendance at all three (3) days of a basic training, one day of advocate/supervisor training and such advanced trainings as have been offered since the advocate's completion of the basic training. Proof of attendance must be submitted with the application.

Departments will be required to show collaboration with their local domestic violence/sexual assault organization(s) through Memoranda of Agreement submitted with the application. Preference will be given to departments making accommodations for cultural/linguistic minorities, disabled, substance abusing, and same sex, and elderly, mentally ill and adolescent victims.

4. Development, continuation and expansion of SAFEPLAN Massachusetts to provide court-based advocacy for victims of domestic abuse seeking 209A protective orders in district court or probate and family courts.

Eligibility Category: Victim Service, Other

SAFEPLAN Advocate positions are funded through the Massachusetts Office for Victim Assistance (MOVA). MOVA must apply for all SAFEPLAN positions simultaneously. Memoranda of Agreement between the agency employing each SAFEPLAN Advocate and MOVA must be submitted with the grant application.

As with all federal grants, S.T.O.P funds may not be used to supplant state funding, whether that funding is currently available or has been provided in the past.

5. A. Development, continuation or expansion of District Attorney programs for: Bilingual/bicultural prosecutors and/or victim witness advocates specializing in domestic violence/sexual assault/stalking.

Eligibility Category: Prosecution

This purpose area requires letters of support from three agencies who will be involved with, or affected by, this project.

B. A collaborative community approach to support victims of stalking.

Eligibility Category: Prosecution

Community participants must include, but are not limited to, the office of the District Attorney, local police, and the local Jane Doe, Inc., "core member program." Written Memoranda of Agreement that clearly establish each collaborative partner's role must be signed by the head of the agency committing to the collaboration and submitted with the application.

6. Continuation or enhancement of the Statewide Prosecutors' and Victim Witness Advocates' Training Institute for issues of domestic violence, sexual assault and stalking.

Eligibility Category: Prosecution

This purpose area requires a letter of support from each of the 11 District Attorney's Office.

7. Continued coordination of sexual assault victims' access to immediate, free, and confidential HIV-AIDS testing by trained personnel available on-site at every community based, non-profit sexual assault services center.

Eligibility Category: Victim Service, Other

In addition to continuing a program to establish free and confidential HIV/AIDS testing, this proposal must include research into the possibility of anonymous rather than confidential testing, a provision for counselor training and the development of a victim information brochure. Proposals must include: a training outline, proposed trainers, and a tentative schedule of dates/locations for the trainings.

This purpose area requires letters of support from three sexual assault programs.

8. Development of new or expanded capacities or continuation of currently funded S.T.O.P positions at community based, non-profit domestic violence/sexual assault programs that:

- A.** Provide staff training, outreach, and services to faith communities, the elderly, battered women or victims of sexual assault with substance abuse issues, battered women or victims of sexual assault with mental health issues, battered women or victims of sexual assault whose primary language is not English, battered women or victims of sexual assault who are lesbian, transgender or bisexual, adolescent victims of domestic violence/sexual assault or stalking and/or physically disabled victim populations;
- B. A part-time coordinator to address policy and safety concerns when victims and the organizations assisting them are stalked or harassed** (Memoranda of Agreement between all affiliated agencies must be submitted with the proposal);
- C. Statewide services to deaf or hearing impaired victims of domestic abuse/sexual assault/stalking; or**
- D. A program to address the needs of substance abusing, prostituted women.**
Eligibility Categories: Victim Services; Other

These grants may include education to service providers, law enforcement and prosecution communities, specialized services in traditional shelter/crisis program, outreach materials, and capacity building for existing programs. If the proposal is for training, it must include a training outline, proposed trainers and a tentative schedule of dates and locations for the trainings.

Unless otherwise noted, this purpose area requires letters of support from three agencies who will be involved with, or affected by, this project.

9. Training for the Sexual Assault Nurse Examiner's (SANE) program.

Eligibility: Other

This grant includes salaries, benefits and expenses for a coordinator to prepare for and train SANE nurses statewide. This purpose area requires letters of support from three agencies who will be involved with, or affected by, this project.

10. Post-release or pre-release counseling for incarcerated females who have been victims of domestic violence or sexual assault or stalking.

Eligibility Category: Law Enforcement, Other

Applicants must define the screening methods that will be used to determine that the incarcerated or formerly incarcerated women being served through this grant are victims of domestic violence/sexual assault or stalking. This purpose area requires that a Memorandum of Agreement with the local Jane Doe, Inc., "core member program or other qualifying victim service program be submitted at the time of application.

11. Specialized Violence Against Women Victim Witness Advocate at the Attorney General's Office.

Eligibility Category: Prosecution

This purpose area requires letters of support from two of the three following agencies: Jane Doe, Inc., Massachusetts District Attorney's Association or the Massachusetts Office for Victim Assistance.

12. A part-time coordinator for a collaborative Community Sexual Assault Response Team.

Eligibility Category: Victim Service, Other

This grant will provide funding for a part-time position to establish a coordinated community response to sexual assault. Primary participants in the coordinated response must be the local District Attorney's Office, the local Jane Doe, Inc., "core member program" dealing with sexual assault or an otherwise qualified sexual assault victim service program, the local police department and the local Sexual Assault Nurse Examiner (SANE) if such exists. Bidders are encouraged to expand the collaborative membership to local institutions of higher education, faith communities and social service agencies, etc. Memoranda of Agreement that indicate a willingness on the part of all participants to serve on an Advisory Board to this project are required. Bidders who attended the S.T.O.P Technical Assistance Workshop on Sexual Assault Teams will be given priority consideration.

REQUIREMENTS FOR THE USE OF V.A.W.A. FUNDS

- ❑ Supplanting of funds is prohibited. Funds for programs and services provided through this grant are intended to supplement not supplant other state or federal funding sources. Specifically that means that no position previously funded by the Massachusetts Legislature through a state agency may be supported with S.T.O.P funds.
- ❑ Non-Profit agencies cannot sub-contract to state agencies or local units of government. However, state and local governmental agencies can sub-contract to non-profit agencies.
- ❑ Any administrative costs paid with grant funds must be relevant to the implementation of the V.A.W.A. funded project **and may not exceed 15% of the total federal request. Administrative costs in excess of 15% may be submitted only with the expressed written permission of the V.A.W.A. program manager or director. Such permission must be submitted with the grant application.**
- ❑ No grant funds may be spent for construction, office furniture, or other like purchases, e.g., copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, and rugs.
- ❑ No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from Executive Office of Public Safety (EOPS) Programs Division. Match funds may be used for this purpose if it is requested in the original proposal and approved by the EOPS Programs Division.
- ❑ **No consultant or trainer may be paid more than \$450 per day for an eight-hour workday without the prior written approval of the U.S. Department of Justice.** Requests for a waiver of this requirement with documented justification must be made in writing at the time of application. The Executive Office of Public Safety Programs Division will submit the request to the Federal Violence Against Women Grants Office. (**NOTE:** \$450/day is considered a **maximum charge** for consultants or trainers and should be an exception. It is **not** the standard consultant/trainer fee.)
- ❑ No grant funds may be spent for food or beverage without prior approval of the EOPS Programs Division. Requests should be made in writing as part of the application and accompanied by documentation of the anticipated expense(s).
- ❑ S.T.O.P. funds may not be used to support services that focus exclusively on children, to develop sexual assault or domestic violence prevention curricula for schools, or for Rape Aggression Defense training.
- ❑ Grant funds are subject to Federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive V.A.W.A. funding along with other Federal funds must treat the funds independently with separate cost and reporting centers.
- ❑ Non-profit organizations must submit an FY 2003 audit summary with the grant application.
- ❑ Local units of government whose towns or municipalities receive in excess of \$300,000 in federal grants or aid must submit the Office of Management and Budget's form A-133 along with their grant applications. <http://www.whitehouse.gov/omb/circulars/a133/a133.html>

- ❑ All grantees must subscribe to the free S.T.O.P.MA listserv. To be added to the listserv, contact diane.deangelis@state.ma.us
- ❑ A minimum of three bids must be solicited for purchases of services, supplies or equipment that cost over \$500.
- ❑ The value placed on loaned or donated equipment may not exceed its fair market value.
- ❑ The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market
- ❑ Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient for its own employees (e.g., time cards).
- ❑ The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same zone. The basis for determining the value of personal services, materials, equipment, and space must be documented.

COMPLIANCE

V.A.W.A. S.T.O.P grant compliance is based on:

- ❑ The satisfactory and timely completion of the quarterly progress reports, quarterly financial reports and the *Annual Performance Report* (APR).
- ❑ Participation in the mandatory Technical Assistance Workshop and the S.T.O.P MA listserv.
- ❑ Response to EOPS surveys. Surveys are designed to evaluate V.A.W.A. grant programs and enable the EOPS Programs Division to learn about successful endeavors.
- ❑ Cooperation during EOPS Programs Division monitoring endeavors, including desk reviews and site visits. Resolution of issues raised at site visits, in desk reviews or through a corrective action plan.

Disclaimer

All publications, (e.g., written, visual or sound), published or produced with the use of V.A.W.A. S.T.O.P. Grant funds must contain the following statement:

This project was supported by Grant #2004-WF-BX-0024 awarded by the Violence Against Women Grants Office, Office of Justice Programs, U.S. Department of Justice to the Massachusetts Executive Office of Public Safety Programs Division and subgranted to [grantee's name]. Points of view in this document are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice or the Massachusetts Executive Office of Public Safety Programs Division.

MATCH REQUIREMENTS

For all agencies (including non-profits) the Federal share of a V.A.W.A. S.T.O.P. grant may not be more than 75 percent of the total costs of the project. Therefore, a 25 percent, non-Federal, cash or in-kind match is required.

In-kind match may include:

1. Equipment,
2. Office supplies, workshop or classroom materials,
3. Work space, or
4. Value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are a necessary part of the funded project.
 - Match expenditures must be committed for each funded project and cannot be derived from other Federal funds.
 - Fringe benefits may be included as match.
 - Match funds are restricted to the same uses as the Violence Against Women Act Grant funds and must be spent within the designated grant period.
 - Applicants must ensure that their match is identified in a manner that guarantees its accountability during an audit.
 - The budget must detail the source and type of match funding being provided.

NOTE: ALL NON-PROFIT VICTIM SERVICE AGENCIES MUST PROVIDE A MATCH

Calculating Match

In order to determine the 25% match, applicants must divide the Federal Grant Amount Requested by three (3). The resulting figure will equal 25% of the total program cost.

Example:

If applying for a \$25,000 federal grant: the applicant must provide **an additional** \$8,333 in matching funds ($\$25,000 \div 3 = \$8,333$).

Federal funds =	\$25,000 (75%)
Match funds =	<u>\$ 8,333 (25%)</u>
Total Program Cost =	\$33,333 (100%)

All grantees are encouraged to meet the match requirements with only the actual amount of match necessary to support the program. Over-matching may limit programs' abilities to use the excess funds as match for future federal grants.

GRANT AWARD PERIOD

The grant award period will begin on October 1, 2004, and end on September 30, 2005.

APPLICATION DEADLINE

Applications must be submitted using the enclosed format (Attachment C). One **original** and **one copy** of the application must be received no later than **5:00 PM on Wednesday, June 30, 2004**.

All parts of the applications requiring signatures or initials must be signed in blue ink to assure their authenticity then they may be mailed or hand delivered (no faxed or E-mailed applications will be accepted) to:

Executive Office of Public Safety Programs Division
One Ashburton Place, Suite 2110
Boston, MA 02108
Attention: Diane DeAngelis, V.A.W.A. S.T.O.P. Grant Program

COMPETITIVE PROCESS

The Executive Office of Public Safety Programs Division places a high priority on continued funding of existing S.T.O.P. grant programs that are functioning with a high rate of success. Success is measured by:

- ◆ The number of clientele rendered services consistent with the program areas listed in the AGF,
- ◆ Past compliance with reporting and monitoring requirements,
- ◆ Efficient use of grant funds, and
- ◆ Completion of all obligations in prior contract(s).

All funding decisions are at the discretion of the Executive Office of Public Safety.

APPLICATION SCORING

All proposals will be read and scored on standardized scoring sheets. Scoring will take into consideration the following:

- ❑ A precise **project narrative** describing the current project, its past performance and the projected activities for FFY 2004;
- ❑ Clarity of **goals and objectives**;
- ❑ Evidence of **collaboration** among community groups, state agencies and criminal justice agencies (letters of support or Memoranda of Agreement as indicated in the Purpose Areas). Original collaboration documents dated in 2004 must be submitted with the application;
- ❑ A clearly articulated **implementation plan**;
- ❑ A reasonable **budget** that demonstrates that the matching funds comply with federal and state guidelines, administration costs are within allowable limits and which is based upon the pre-award estimation;

- ❑ A clear **evaluation** design that includes a plan for data collection to document and assess how the project will accomplish its goals and objectives. Also recommended are the development and implementation of outcome measures that effectively evaluate the success of the funded program. Examples of outcome measurements are: reduction in repeat incidents involving the same individuals; number of women served increase/decrease; satisfaction of victim after receiving services. Additional information and links on outcome measurements can be found at: <http://national.unitedway.org/outcomes/initiatives/npsector.cfm>. For Civilian Police Advocate (CPA) programs, include how data will be collected to comply with the annual survey;
- ❑ **Compliance** with FFY 2002 S.T.O.P grant requirements.

The point scale for grading applications will consist of a 100-point maximum score calculated from the following:

Project Narrative (including FFY 2002 & FFY2003 performances)	15 points
Project Goals and Objectives	10 points
Implementation Plan (Staffing and Organizational Structure).....	15 points
Evaluation Plan	10 points
Well Defined and Reasonable Budget.....	15 points
Memoranda of Agreement/Letters of Support*	10 points
Compliance (past performance rated by EOPS)	15 points
Consideration of Special Needs Population(s)	10 points
Total.....	100 points

*Applicants will submit **either** FFY 2004 Memoranda of Understanding **or** FFY 2004 letters of support (refer to purpose areas on pages 7 through 10 for requirements).

INSTRUCTIONS FOR THE FFY2004 V.A.W.A. GRANT APPLICATION

Note: An application may be completed using a personal computer but must adhere to the following format:

APPLICATION COVER PAGES

Complete all information. Identify the Purpose Area under which you are seeking funding. Be sure that the authorizing official signs in blue ink (on the original only). Mark the check-box if you have amended the scope of service from your FFY 2002 application.

Police departments applying under the civilian police advocate purpose area must include the name of the civilian police advocate, the police supervisor, and if applicable, the clinical supervisor from the local Jane Doe "core member program or other qualifying victim service program."

NOTE: The name and contact information for non-profit organizations' Board Presidents must be included on the cover pages.

1. PROJECT NARRATIVE (Three page limit)

Describe in detail the on-going program, past performances from FFY2002 and FFY2003 S.T.O.P. grant periods and projected activities for FFY 2004 S.T.O.P. grant. A summary of the agency's focus in the areas of domestic violence/sexual assault/stalking as well as statements that assure eligibility as defined in the "Eligibility" section must also be included in this section.

2. PROJECT GOALS & OBJECTIVES (Two page limit)

Clearly state the goals and objectives that will be achieved through V.A.W.A. funding in Federal Fiscal Year 2004.

Goals: The desired end result of the project. The goals of your program should be clearly stated, realistic, and must be obtainable and measurable. *In stating your goals, be careful to describe the desired end and not the means to the end.*

Objectives: The intermediate results or accomplishments to be achieved by the program in pursuing its goal(s). The event or project activity must answer the questions: who or what will change, where, when (period of time), and how. The objectives must be obtainable and measurable. Objectives may change as the program progresses. The more specific your objectives are, the easier it will be to tell whether your program has achieved them.

3. PROJECT IMPLEMENTATION PLAN(Two page limit)

Describe how the FFY2004 project will be implemented and how the work will be organized, staffed and accomplished by September 30, 2005. State the approach and specific methods (i.e., the major activities to be completed) through which this project will address the stated problem(s). Include a description of the applicant's organization, department, or agency and an organizational chart.

When current employees are proposed as project staff, their résumés must accompany the application. Otherwise, a job description and details of how and when the job will be posted must be included in the application. Résumé's of those hired after the project begins (including résumés of those who are hired after a former employee has been terminated) must be forwarded to Diane DeAngelis at the EOPS Programs Division at the program's earliest convenience but no later than 6 weeks after the employee's start date.

4. PROJECT EVALUATION (Two page limit)

Program Evaluation is integral to assessing how well a program has been implemented and the extent to which funded activities have achieved the stated program goals. To evaluate a program, three conditions must be met:

- The program must have **clearly articulated goals and objectives**. Goals should be clearly stated, realistic, and achievable, even if they are not readily measurable. Objectives should be both achievable and measurable.
- **Program activities** are the key operational elements of the program and must be **linked to the established objectives**. Activities should be consistent with the program's mission and of sufficient scale to produce the program's expected results (i.e., program objectives).
- **Realistic and adequate outcome measurements** must be developed at the outset of the program. Outcome measures are statements of quantifiable data that demonstrate the extent to which the program is meeting its objectives (i.e., expected results). Additional information and links on outcome measurements can be found at: <http://national.unitedway.org/outcomes/initiatives/nspector.cfm>.

In this section of the application, explain the methods that will be used to evaluate your program, including definitions, frequency, collection, and data analysis plans. If this application is for a *Civilian Police Advocate (CPA)* position, include information on how data will be collected to meet the needs of the annual CPA survey. Describe the methods that will be employed to identify, document, and measure:

- The initial goals and objectives of the program and the program's success/failure at meeting those goals;
- Whether the program is serving the intended target population (e.g., victims, victims' children, law enforcement, court personnel, etc.);
- Whether the number of program participants served is consistent with the original intent;
- Whether the program components were implemented as originally planned;
- Problems encountered while implementing the program;
- Whether the program has achieved the desired impact.

If you have an evaluation tool (i.e., survey, etc.) that you plan to use, please submit it as a part of this section.

5. BUDGET DETAILS (Two page limit)

Applicants must submit a 12-month operating budget. Each budget item must be explained in sufficient depth to permit meaningful evaluation of the grant application. This section should describe how the proposed budget enables the applicant to implement the project and achieve its goals and objectives. The questions: “how much;” “for whom;” “at what rate;” “to what purpose” and “for how long” must be answered in each area.

- Be sure to include FTE’s and hours per week for all personnel positions.
- Each budget item must match with a UFR Title # on the Purchase of Service Budget Pages.
- If the budget includes items that require waivers from the EOPS Programs Division or from the Federal V.A.W.A. office, include the documentation and written request with the grant proposal, e.g., out-of-state travel.
- If the budget includes equipment purchases, please note that those purchases must be made within the first two quarters of the grant period.
- A description of matching funds must be included. **Please note that as of FFY 2003, ALL programs, including non-profit agencies, must provide matching funds.**

6. OTHER GRANT FUNDING

Please include the following chart in your response with your organizations grant funding history. Current and future funding information for your organization must be included as follows:

List all EOPS grant(s) applied for from 07/01/03 - 05/01/04. (excluding VAWA STOP grant)	EOPS grant(s) received as of 07/01/03. <i>Include grant name and amount.</i>	Other current grant support (public or private) received from 07/01/03-05/01/04.	Other grants applied for from 07/01/03-05/01/04. <i>Include grant name and amount.</i>

7. PURCHASE OF SERVICE PROGRAM COVER PAGE:

Under the section **Program Information**, the following information is required:

- **Contractor Name:** Name of agency
- **Program Type:** Law Enforcement, Victim Services, Prosecution, or Other
- **Program Name:** Enter the name of your specific program
- **Program Address**
- **Contact Person Information**
- **Scope of Services:** Check the “Description of Services Attached” box
- Under the section **Fiscal Terms**, the **Funding Summary Section** must be completed.

8. PURCHASE OF SERVICE PROGRAM BUDGET PAGES

At the top of the page: enter the applicant agency's name in the space marked "Contractor Name." Enter the program's name in the space marked "Program Name." EOPS Programs Division is responsible for completing the MMARS Code section. **For Non-Profit Agencies Only:** in the last box at the top of the page, enter the two-character UFR Program number, which you will use for reporting these services. **Law Enforcement, Prosecutors,** and other non-human service agencies may leave this space blank.

In the form, Law Enforcement, Prosecutors, and other non-human services agencies may write "N/A" in the UFR Title # column. Write the job position title (in your own words if you are not required to use the UFR) under "Direct Care/ Program Support Staff (UFR Titles)."

Note: Police Departments applying for civilian advocates who will be located in their departments but employed by battered women's programs should list the cost under #206, "Subcontract Dir. Care."

List the full federal grant request under the "V.A.W.A. Funds Requested" column; the amount of match (where applicable) in the "Match" column; the source of the match in the next column; and the total program cost (federal request + match) in the final column. Be sure to sum up all figures for total federal funds requested, match, and program cost.

9. Directions to your Facility

10. Memoranda of Agreement (required for purpose areas 1, 3, 4, 5B, 8B, 10, and 12)

An MOA should:

- (a) Confirm the inclusion of the collaborating agency as a vital part of the project;
- (b) Be signed by the member and the member's direct supervisor; and
- (c) Define that particular member's role and responsibilities for the proposed project.

11. Letters of Support (required for purpose areas 2, 5A, 6, 7, 8A, 8C, 8D, 9, and 11)

- A letter of support must describe in detail the role and responsibility of each agency supporting the project and must clearly show that agency understands and support of the proposed project.
- The authorizing official of each collaborating agency must sign the letter of support.

12. Terms and Conditions

Be sure to sign and submit the attached terms and conditions:

- ✓ Executive Office of Public Safety Programs Division's Subgrant Conditions
- ✓ Certifications regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- ✓ Northern Ireland Agreement
- ✓ Contractor Authorized Signature Verification Form
- ✓ Certification of Compliance with Regulations Governing Civil Rights Laws and Equal Employment Opportunity Plans

Each of the above listed documents requires an original signature or initials (in blue ink). Please note the following:

- **State agencies** must complete all of the above documentation *except* the Contractor Authorized Signature Verification Form.
- **Law enforcement** agencies must complete all of the above documentation. In addition, if the town or municipality receives in excess of \$500,000 in federal grants or aid, it must submit the Office of Management and Budget's form A-133 along with the grant application (<http://www.whitehouse.gov/omb/circulars/a133/a133.html>).
- **Victim Service** agencies must complete all of the above documentation. In addition, a letter from the Board of Directors verifying your agency's authorized signatory for the grant must be submitted along with an FY 2003 audit summary.

NOTIFICATION OF AWARDS

The Executive Office of Public Safety Programs Division will determine all awards. Notification letters will be sent to the successful applicants specifying the grant award amount. It is anticipated that grant awards will be announced by **September 1, 2004**.

FINAL CHECK LIST

Be sure your final application includes:

Eligibility Requirements (provide assurance in the Project Narrative):

- ☐ **Law Enforcement:** Assurance of the adoption of the 2002 Domestic Violence Law Enforcement Guidelines, implementation of a protocol for informing victims of rights under MGL ch.209A, and NIBRS compliance. All Departments that received prior V.A.W.A. funding for the Civilian Police Advocate Program must submit proof (a copy of the certificate of attendance) that they have attended the Civilian Advocate in Police Department trainings.
- ☐ **Prosecution:** Documentation of the use of the *Massachusetts Prosecutor Manual: Domestic Violence and Sexual Assault* and the *Victim-Witness Advocate Training Manuals*.
- ☐ **Victim Services:** Assurance of membership in Jane Doe, Inc., or documentation of at least seven years service to victims of domestic violence, sexual assault or stalking.

Proposal Elements:

- ☐ A completed Grant Application Cover Pages (be sure to sign in blue ink)
- ☐ Project Narrative
- ☐ Project Goals and Objectives
- ☐ Project Implementation Plan
- ☐ Project Evaluation
- ☐ Budget Details
- ☐ Purchase of Service Program Cover Page
- ☐ Purchase of Service Program Budget Pages
- ☐ Directions to your facility
- ☐ Letters of Support/Memoranda of Agreement
- ☐ Terms and Conditions
- ☐ Certification of compliance with regulations governing civil rights laws and Equal Employment Opportunity Plan (EEOP) documentation
- ☐ Audit Summary (non-profit agencies) and OMB A133 (local units of government)
- ☐ Please staple all copies, no binders or paper clips.

ATTACHMENTS

- A. Guidelines for Specialized Domestic Violence Civilian Advocates in Police Departments**
- B. Required AGF Principles, Policies, and Provisions**
- C. FY 2004 V.A.W.A. Grant Application for Grant Funds (AGF) Required Documentation**
- D. Certification of Compliance with Regulations (EEOP)**
 - Executive Office of Public Safety - General Subgrant Conditions**
 - Northern Ireland Notice and Certification**
 - Certification Regarding Lobbying, Debarment, Suspension etc.**
 - Contractor Authorized Signature Verification Form**

Commonwealth of Massachusetts Executive Office of Public Safety

Guidelines for Specialized Domestic Violence Civilian Advocates in Police Departments

- A. EMPLOYMENT CRITERIA:** The **civilian domestic violence advocate's** resume ***must be included in*** the submission of the FFY2004 Violence Against Women Act (V.A.W.A.) Grant Application or upon such time victim advocate is hired. It should include whatever relevant training the advocate has received.

1. **Education:** *Minimum* of an Associates Degree preferred. May be replaced by relevant work or volunteer experience, preferably a *minimum of one year* with a victim service program such as:

- Battered women/rape crisis programs (Domestic Violence/Sexual Assault programs)
- Certified batterer intervention programs
- Victim witness assistance programs (District Attorney's offices)
- Other local victim service programs which specialize in rape crisis or domestic violence services

2. **Hiring Process:** Open posting with notices to victim service programs (see above list)

3. **Language/Cultural Background:** Advocate must possess strong communication skills (both written and oral). When appropriate, preference will be given to candidates who are bilingual/bicultural (reflective of population served).

B. TRAINING REQUIREMENTS:

1. It is imperative that civilian advocates within Police Departments be **well trained** in domestic violence/sexual assault issues particularly as they pertain to victims. Advocates must receive training (either before or after hire) by:

- A newly funded V.A.W.A. Civilian Advocate in Police Department Training;
- A certified SAFEPLAN Program;
- A certified Department of Public Health Batterer Intervention Program;
- A qualified Domestic Violence Victims service program;
- Department of Social Services Domestic Violence Specialist Training; or
- Other training authorized in advance by the V.A.W.A. S.T.O.P. Grant office.

2. Each Advocate must receive **Orientation** to the department's organization and operation.

3. Within the first year, each Advocate must receive an additional **16 hours annual on-going training**¹ (i.e., through District Attorney's Office, Office of the Attorney General, conferences, or SAFEPLAN).

- C. SUPERVISION:** Each Police Department hosting or hiring a civilian domestic violence/sexual assault advocate must designate an officer within that department to supervise the advocate.

¹ Funding for such trainings may be requested within V.A.W.A. grant application, or can be part of department's matching contribution.

- **The Supervisor's name** must be included in the grant proposal, including a description of the supervisor's background and training in domestic violence. Whenever possible, supervision should be provided by the department's specialized domestic violence officer.
- **Regularly scheduled, clinical and technical assistance** must be provided for the advocate from a local domestic violence/sexual assault program.

D. JOB RESPONSIBILITIES: To assist police departments by providing emotional and support services to victims of domestic abuse, sexual assault and stalking. Appropriate assistance to victims involves the following:

- Short-term victim support and crisis intervention;
- Safety planning and risk assessment;
- Referrals to community services;
- Education: dynamics of abuse 209A rights and options;
- Follow-up with victim;
- Liaison between victim and police to facilitate communication;
- Facilitate court appearance by victim; and
- Record keeping should be minimal considering limits on confidentiality, especially as it relates to discoverable records.

E. JOB DESCRIPTION: A detailed description of the advocate's role must be included in the grant proposal, including a detailed work schedule (e.g., number of hours per week and on-call responsibilities).

- If the job description includes "ride-alongs" or home visits, details of the safety guidelines must be submitted in the proposal (**see SAFETY section; this is not a recommended practice**).
- If twenty-four hour coverage is desired, the purpose of and need for the on-call service should be identified and reasonable shifts should be established. (Need for this coverage **must be beyond** the twenty-four hour services currently provided by domestic violence/sexual assault programs). The need, purpose, and shifts must be included in the proposal.
- A single advocate should not be expected to provide twenty-four hour "on call" coverage.

F. THE ROLE OF THE ADVOCATE DOES NOT INCLUDE

- Gathering or handling evidence;
- Conducting investigative interviews;
- Taking photographs of victim, injuries, or scene; or
- Baby-sitting victim's children;
- Although data entry is likely to be part of the role, V.A.W.A funds are not to hire civilians who will strictly do data entry of 209A orders or other unrelated data entry;
- Going to the scene or staying alone with the victim is not recommended. **Please refer to the "SAFETY" section below.**

G. SAFETY: The Advocate's safety *is paramount* and must *never* be compromised.

Transportation: Due to the fact that an advocate's vehicle and license plates can be easily recognized (particularly in smaller towns) *advocates should not be required to* nor is it recommended that they use their own vehicles to travel to the victim's home or to transport victims.

- Where available, transportation should be provided by a cruiser or by cab (funds for vouchers may be sought through the grant).
- Community Domestic Violence/Sexual Assault programs and the District Attorney's victim-advocates may be able to provide assistance with transportation.

H. HOME VISITS: An advocate should not be sent to a victim's home. **However, if the department is seeking such a role, the department must include specific SAFETY guidelines with the grant proposal.** The following minimal precautions must be taken:

- The Advocate must be accompanied by a police officer;
- A Radio or cellular phone for the victim advocate must be supplied in order to contact the department immediately in the event of an emergency (do not rely on victim's home phone);
- Home visits *should not* occur unless the suspect is in police custody (However, caution is still warranted, because others familiar to the suspect can still pose a significant risk to the victim and advocate); and
- Advocates *should not* use a personal vehicle to respond to the victim's residence.

I. CONFIDENTIALITY:

- **If the advocate is an employee of the police department,** the advocate's communications with the victim have no greater confidentiality than a police officer's communication. This needs to be clearly conveyed to the victim.
- **If the advocate is an employee of a Domestic Violence/Sexual Assault Program,** the advocate's communications **MAY** have a higher degree of protection if they qualify under MGL, Ch. 233, § 20K.

J. COLLABORATION: A significant goal of V.A.W.A. funds is to encourage collaboration among different victim providers, law enforcement agencies, and district attorney offices. Therefore, it is highly recommended that the police department form a collaborative relationship with the local domestic violence/sexual assault program to hire an advocate.

A SIGNED MEMORANDUM OF AGREEMENT with the local domestic violence/sexual assault program must be provided with the proposal. If the civilian advocate to be hired is not an employee of the program, additional details *must be* addressed in the MOA, to include the role of the program in providing clinical and technical assistance to the advocate, and the guidelines for making referrals. The MOA must also outline the role for the police department's advocate in relation to the advocates from the women's program and the District Attorney's Office.

Required AGF Principles, Policies, and Provisions

The terms of 801 CMR 21.00: Procurement of Commodities and Services (and 808 CMR 1.00: Compliance, Reporting and Auditing for Human and Social Services, if applicable) are incorporated by reference into this AGF. Words used in this AGF shall have the meanings defined in 801 CMR 21.00 (and 808 CMR 1.00, if applicable). Additional definitions may also be identified in this AGF. Unless otherwise specified in this AGF, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this AGF. No electronic responses may be submitted in response to this AGF. All terms, conditions, requirements, and procedures included in this AGF must be met for a Response to be determined responsive. If a Bidder fails to meet any material term, condition, requirement or procedure, its Response may be deemed unresponsive and disqualified.

Northern Ireland Notice and Certification. All bidders must complete the Northern Ireland Notice and Certification form to satisfy M.G.L., Chapter 7, Section 22C, which states that no state agency may procure commodities or services from any bidder employing ten (10) or more employees in an office or other facility located in Northern Ireland unless the bidder certifies through the notice and certification form that if it employs ten or more employees in Northern Ireland, a) the bidder does not discriminate in employment, compensation or the terms, conditions and privileges of employment on account of religious or political belief, b) the bidder promotes religious tolerance within the workplace and the eradication of any manifestations of religious and other illegal discrimination and, c) the bidder is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

Response Submission Requirements: Responses submitted by selected Bidders, subject to changes that occur as a result of negotiations, will become part of the contract. Therefore, responses should include only those statements, which the Bidder is prepared to agree to contractually.

Bidder Communication: Bidders are prohibited from communicating directly with any employee of the procuring department except as specified in this AGF, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this AGF. Bidders may contact the contact person for this AGF in the event this AGF is incomplete or the bidder is having trouble obtaining any required attachments electronically.

Public Records: All responses and information submitted in response to this AGF are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, and Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Cost: Costs, which are not specifically identified in the Bidder's Response and accepted by the Department, as part of a Contract will not be compensated under any Contract awarded pursuant to this AGF. The Commonwealth will not be responsible for any costs or expenses incurred by Bidders responding to this AGF.

Affirmative Market Program: Massachusetts Executive Order 390 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs). As a result, M/WBE's are strongly encouraged to submit responses to this AGF, either as prime vendors, as joint venture partners, or as subcontractors. Non-M/WBE bidders are strongly encouraged to develop creative initiatives to help foster *new business relationships* with M/WBE's within the primary industries affected by this AGF. In order to satisfy this section, the bidder must submit: the names, addresses, phone numbers and contact persons of each M/WBE firm; a description of each business relationship to be established; and the actual dollar amounts, or percentages, to be awarded to each M/WBE firm. MBE and WBE firms must submit a copy of their SOMWBA certification letter for the current period. A directory of SOMWBA certified firms is available via the Internet at: www.magnet.state.ma.us/somwba. A Minority Business Enterprise (MBE) or a Woman Business Enterprises (WBE) is defined as a business that has been certified as such by the State Office of Minority and Women Business Assistance (SOMWBA). Minority and women-owned firms that are not currently SOMWBA-certified but would like to be considered as an M/WBE for this AGF should apply for certification. A fast track application is available, and will be considered for the purposes of this AGF. For further information on SOMWBA certification contact the State Office of Minority and Women Business Assistance at (617) 727-8692 or via the Internet at www.magnet.state.ma.us/somwba. Prior to the closing date of the AGF, the PMT will determine if this section will be included in the Evaluation Criteria.

Reasonable Accommodations: Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of AGF information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case-by-case basis. A bidder requesting accommodation must submit a written statement, which describes the bidder's disability and the requested accommodation to the contact person for the AGF. The PMT reserves the right to reject unreasonable requests.

Contract Expansion: If additional funds become available during the contract duration period, the department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this AGF or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need. The Executive Office of Public Safety reserves the right to negotiate both increases and decreases to the maximum obligation as well as changes to the scope of service and/or performance measures throughout the duration of the contract and any option to renew to ensure the successful completion of services/goods procured through this AGF.

Best and Final Offer, Value, Selection and Negotiation: The PMT may select the response(s) that demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the department. The PMT and a selected bidder, or a contractor, may negotiate a change in any element of contract performance or cost identified in the original AGF or the selected bidder's or contractor's response which results in lower costs or a more cost effective or better value than was presented in the selected bidder's or contractor's original response. After the deadline for response submission, the Executive Office of Public Safety Programs Division reserve the right to extend a Best and Final Offer opportunity to all or a select number of Bidders. Bidders may be asked to submit additional information specific to program specifications and cost.

Commonwealth Terms & Conditions for Human and Social Services: The selected Bidder will be required to execute the Commonwealth Terms and Conditions for Human and Social Services. This document is executed only once by a Contractor and applies to any and all contracts executed between the Contractor and Departments contracting for Human and Social Services.

Disqualification: The Executive Office of Public Safety Programs Division may disqualify any response that it deems unresponsive. Bidders are directed to 801 CMR 21.06 (10) and the POS Handbook for additional information.

Contract Negotiation: The Executive Office of Public Safety Programs Division reserves the right to negotiate a change to any specifications contained in a Bidder's original response that results in a lower cost, more cost effective or better value service to the Commonwealth.

Debriefing: Upon award notification, Bidders submitting responses to this AGF and aggrieved by non-selection may request a debriefing from the Executive Office of Public Safety Programs Division by contacting the contact person (in writing) identified on the cover page of this AGF within fourteen (14) calendar days of the postmark of the award notification letter. A debriefing provides the bidder with an opportunity to: (1) discuss with designated staff the Department's determination relative to the bidder's proposal and the basis for the award decision, (2) have Department staff identify any areas of weakness on the bidder's response and suggest improvements for future procurements, and/or (3) examine lists awards, evaluation materials and ratings from the review committee. **Note that comparisons with other responses will not be made during a debriefing.**

Administrative Appeals to Departments: Bidders who participate in the debriefing process and still remain aggrieved by non-selection may appeal that decision to the Executive Director of the Executive Office of Public Safety Programs Division within fourteen (14) calendar days of the debriefing. An appeal shall be based on one or more of the following grounds. 1. The competitive bidding practices failed to comply with applicable regulations and guidelines; 2. There was a fundamental unfairness in the procurement process. Appeal requests must specify in writing and in sufficient detail the basis for the appeal. Sufficient detail requires a description of the published policy or procedure that was applied and forms the basis for the appeal and /or presentation of information that supports the claim under part 1 or 2 above. The Department shall use its best efforts to schedule an appeal with the Executive Director and the bidder and its representatives within fourteen (14) days of receipt of the appeal request. All decisions of the Executive Director shall be rendered in writing within sixty (60) days of the appeal. At the conclusion of the appeal process to the Department, Bidders who are still aggrieved by non-selection may request a further level of appeal to the Operational Services Division.

Administrative Appeals to OSD: Non-successful bidders who participate in the department appeal process and remain aggrieved by the selection decision of the department may appeal the department decision to the Operational Services Division (OSD). The basis for an appeal to OSD is limited to the following grounds:

1. The competitive procurement conducted by the department failed to comply with applicable regulations and guidelines. These would be limited to the requirements of 801 CMR 21.00 or any successor regulations, the *Procurement Policies and Procedures Handbook*, subsequent policies and procedures issued by OSD and the specifications of the AGF; or
2. There was a fundamental unfairness in the procurement process. The allegation of unfairness or bias is one that is easier to allege than prove, consequently, the burden of proof rests with the bidder to provide sufficient and specific evidence in support of their claim. OSD will presume that departments conducted a fair procurement absent documentation to the contrary.

Requests for an appeal must be sent to the attention of the Assistant Commissioner at Room 1017, One Ashburton Place, Boston, MA 02108 and be received within fourteen (14) calendar days of the postmark of the notice of the department head's decision on appeal. Appeal requests must specify in sufficient detail the basis for the appeal. Sufficient detail requires a description of the published policy or procedure that was applied and forms the basis for the appeal and presentation of all information that supports the claim under paragraphs 1 or 2 above. OSD reserves the right to reject appeal requests based on grounds other than those stated above or those without sufficient detail on the basis for the appeal.

The decision of the Assistant Commissioner shall be rendered, in writing, setting forth the grounds for the decision within sixty (60) calendar days of receipt of the appeal of the request. Pending appeals to the Assistant Commissioner shall not prohibit the department from proceeding with executing contracts.

Subcontracting Policies: Prior approval by the Department is required for any subcontracted service of the agreement. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements as Contractors.

Americans with Disabilities Act (ADA) Contract Compliance: Contractors must be in compliance with ADA requirements. Contract awardees must have an up-dated, Department –approved ADA checklist on file and available for inspection at the administrative unit of the agency within three months of the contract award.

FFY 2004 V.A.W.A. Grant Application Cover Pages

Purpose Area(s) Number (pages 5-9): _____ Eligibility Category: ☐ Courts
☐ Law Enforcement
☐ Prosecution
☐ Victim Services
☐ Other

(Check one)

Revised scope of service ☐

Applicant _____

Program Name _____

Address _____

County _____ Phone _____ Fax _____

Authorizing Official:

Name _____ Title _____

Signature _____ Email _____
(signed in BLUE ink)**Board President (for Non-Profit Organizations only):**

Name: _____ Title _____

Address _____

Phone _____ Ext. _____ Email _____

Finance Officer:

Name: _____ Title _____

Address _____

Phone _____ Ext. _____ Fax _____

Email _____

Program Contact:

Name: _____ Title: _____

Address: _____
(Include agency name in address if different than above)

Phone: _____ Ext. _____ Fax: _____

Email: _____

V.A.W.A. Funded Personnel (*Civilian Advocate, Prosecutor, Supervisor, etc.*). Include ALL V.A.W.A. funded personnel whether funded by federal or matching funds.

Name _____ Title _____

Address (if different than above) _____

Phone _____ Fax _____ Email _____

Name: _____ Title _____

Address (if different than above) _____

Phone _____ Fax _____ Email _____

Name: _____ Title _____

Address (if different than above) _____

Phone _____ Fax _____ Email _____

Project Budget Summary

Federal Grant Request \$ _____

Match Amount \$ _____

Total Program Cost \$ _____

Project Narrative
(Three-Page Limit)

Project Goals & Objectives
(Two-Page Limit)

Goal #1 _____

Objectives: _____

Goal #2 _____

Objectives: _____

Goal #3 _____

Objectives: _____

Goal #4 _____

Objectives: _____

Project Implementation Plan
(Two-Page Limit)

Project Evaluation
(Two-Page Limit)

FFY 2004 Budget Details
(Two-Page Limit)

Personnel including contract services (please include FTE's for federal and match funded personnel in the Item Description column)

<u>UFR Title #</u>	<u>Item Description</u>	<u>Federal Funds</u>	<u>Match</u>
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Supplies and Operating

<u>UFR Title #</u>	<u>Item Description</u>	<u>Federal Funds</u>	<u>Match</u>
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Other (including administration and travel; 15% maximum unless waived)

<u>UFR Title #</u>	<u>Item Description</u>	<u>Federal Funds</u>	<u>Match</u>
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Training

<u>UFR Title #</u>	<u>Item Description</u>	<u>Federal Funds</u>	<u>Match</u>
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FFY 2004 CFDA #: 16.588
PURCHASE OF SERVICE: PROGRAM COVER PAGE

PROGRAM INFORMATION

Contractor Name:	Department Name:
Program Type:	Document ID #:
Program Name:	UFR Program #:
Program Address:	MMARS Program Code:
City/State/Zip:	Other Reference Information (Information Purposes Only):
Contact Person:	Contact Person:
Telephone:	Telephone:

AGF INFORMATION: ☐ Attached ☐ AGF Reference # _____
 ☐ legislative exemption ☐ emergency ☐ collective purchase ☐ interim ☐ amendment

SCOPE OF SERVICES: ☐ Bidders Response Attached ☐ Description of Services Attached

AL ANTICIPATED CONTRACT DURATION: October 1, 2004 to September 30, 2005.

INITIAL DURATION: October 1, 2004 to September 30, 2005

OPTIONS TO RENEW: 0 options to renew for 0 year each option

FISCAL TERMS

	FUNDING SUMMARY					
	Prior Years		Current Year		Future Years	
	FY	Amount	FY	Amount	FY	Amount
PRICE IS ESTABLISHED THROUGH: (CHECK 1,2, OR 3)						
<input type="checkbox"/> OPTION 1: PRICE AGREEMENT (list price) \$ _____ rate regulation (if any) _____						
<input type="checkbox"/> OPTION 2: SUMMARY BUDGET (* lines only) <input type="checkbox"/> unit rate <input type="checkbox"/> cost reimbursement <input type="checkbox"/> other _____						
<input type="checkbox"/> OPTION 3: COMPLETE BUDGET X <input type="checkbox"/> cost reimbursement						
<input type="checkbox"/> unit rate						
<input type="checkbox"/> other _____						
	Total: \$		Total: \$		Total: \$	
	Multi-Year Total:					\$
CURRENT MAX OBLIGATION: \$ _____ UNIT RATE: \$ _____ per _____ # BILLABLE UNITS: _____						
ADDITIONAL PAYMENT OR PRICE SPECIFICATIONS:						

Attachment C

FFY 2004 Contractor Name: _____ **If Federal Funds, CFDA #:** 16.588
PURCHASE OF SERVICE: FISCAL YEAR PROGRAM BUDGET

Program Name:			Document ID#: SCCCJ3000	MMARS Code:	UFR Prog. #	
		V.A.W.A Funds Requested		COST REIMBURSEMENT ONLY		
	Program Component	FTE	Amount	Match	Source Of Match	Total Program Cost
FR Title #	Direct Care/Program Support Staff (UFR Titles)					
	SUBTOTAL STAFF					
150	Payroll Taxes					
151	Fringe Benefits					
*	Total Direct Care/Program Staff					
UFR Title #	Other Direct Care/Program Support (Use UFR Titles)					
201	Program Consultants					
202	Direct Care Specialists					
203	Prov. Reimb/Stipends					
204	Staff Training					
205	Staff Mileage/Travel					
206	Subcontract Dir.Care					
207	Meals					
208	Client Transportation					
209	Incid. Health/Med Care					
210	Medicine/Pharmacy					
211	Client Per. Allowances					
212	Prov. of Material Good					
213	Data Processing					
214	Commercial Resources					
* * *	Program Supplies/Mat					
216	Program Support					
*	Total Other Direct Care/Program					

Attachment CFFY 2004 Contractor Name: _____ If Federal Funds,CFDA#: 16.588

PURCHASE OF SERVICE: FISCAL YEAR PROGRAM BUDGET

Program Name:			Document ID#: SCCCJ3000		MMARS Code:		UFR Prog. #	
			V.A.W.A. Funds Requested		COST REIMBURSEMENT ONLY			
	Program Component	FTE	Amount	Match	Source of Match	Total Program Cost		
UFR Title #	Occupancy							
301	Program Facilities							
* 390	Fac. Oper/Main/Furn							
* *								
* *	Total Occupancy							
* *	SUBTOTAL PROGRAM COSTS							
* 410	Agency Admin. Support Allocation	%	\$					
* *								
* *	Commercial Earn. Factor, if applicable	%	\$					
* *								
* *	PROGRAM TOTAL							

** A. \$ _____ Subtotal of offsets which are for non-reimbursable costs.

** Non-reimbursable costs must be shown in detail on Attachment 5 when the program is subject to the provisions of Federal OMB Circular A-122 and/or 808 CMR 1.00.

*** Contractor's Board approved capitalization level relative to any negotiated expense costs in lines 208, 215, 390 or 410 is \$ _____.

Directions to your Facility

From the North:

From the South:

From the East:

From the West:

By Public Transportation

**Certification of Compliance with Regulations
Office for Civil Rights, Office of Justice Programs
For Subgrants Issued by the Executive Office of Public Safety**

INSTRUCTIONS: Read the form completely, **identifying, under "I", the person responsible for reporting civil rights findings; and checking only the one certification under "II" that applies to your agency.** Have your Authorized Official sign at the bottom of page 2, forward a copy to the person you identified under "I" and return the original to the Executive office of Public Safety, Programs Division, within 45 days of the grant award beginning date.

Grant Project Title: _____
 Subgrantee Name (Funded Entity): _____
 Address: _____

 Duration: Beginning Date: _____ End Date: _____ Award: \$ _____
 Project Director's Name & Phone #: _____

AUTHORIZED OFFICIAL'S CERTIFICATION: As the Authorized Official for the above Subgrantee, I certify by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

- I. **REQUIREMENTS OF SUBGRANT RECIPIENTS:** All subgrant recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.

◆ I certify that this agency will ensure that: our services are delivered in an equitable manner to all segments of the service population as required by law; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 *et seq.*

◆ I also certify that the agency will submit findings, if any, of discrimination by a state or federal court or administrative body to the Executive Office of Public Safety, Programs Division within 45 days of the finding, and/or if the finding occurred prior to the grant award beginning date, within 45 days of the grant award beginning date. A copy of this Certification will be provided to this person, as identified here:

Person responsible for reporting civil rights findings of discrimination: (Name, address & phone)
 Name: _____
 Address: _____

 Phone: _____

- II. **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS:** Check the box before **THE ONE APPROPRIATE CERTIFICATION** (A, B, C or D below) that applies to this subgrantee agency during the period of the grant duration noted above.

☐ **CERTIFICATION “A” (NO EEOP IS REQUIRED)** *

This funded entity has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice over an 18-month period that includes the above grant duration period; the recipient of funding has less than 50 employees; and the entity’s total grant is for less than \$25,000.00.

☐ **CERTIFICATION “B” (EEOP MUST BE ON FILE AND AVAILABLE FOR INSPECTION)**

This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this grant from the Executive Office of Public Safety, Programs Division more than \$25,000, but less than \$500,000 in federal U.S. Department of Justice funds. Also, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice over an 18-month period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, *et seq.*, subpart E, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file for review or audit by officials of the Executive Office of Public Safety, Programs Division or the Office for Civil Rights, Office of Justice Programs as required by relevant laws and regulations.

☐ **CERTIFICATION “C” (EEOP MUST BE SUBMITTED)**

This funded entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded through this grant from the Executive Office of Public Safety, Programs Division more than \$500,000 in federal U.S. Department of Justice funds, but, it has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice over an 18-month period that includes the above grant duration period.

Therefore, I hereby certify that the funded entity will submit, within 45 days of the award, an EEOP and/or an EEOP Short Form that will include a section specifically analyzing the subgrantee (implementing) agency.

☐ **CERTIFICATION “D” (EEOP MUST BE SUBMITTED)**

This funded entity, having 50 or more employees, has been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice, including this subgrant from the Executive Office of Public Safety, Programs Division, over an 18 month period that includes the above grant duration period.

* This is the Certification that most non-profits and small agencies will use.

Attachment D

Therefore, I hereby certify that the funded entity will submit, within 45 days of the award, an EEOP and/or EEOP Short Form that will include a section specifically analyzing the subgrantee (implementing) agency. (If you have already submitted an EEOP applicable to this time period, send a copy of the letter received from the Office for Civil Rights showing that your EEOP is applicable.)

As the Authorizing Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

As the Authorizing Official for the above Subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification.

[Authorized Official's Signature]

[Date]

[Typed Name]

[Title]

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY GENERAL SUBGRANT CONDITIONS**

GENERAL SUBGRANT CONDITIONS -- The subgrantee understands and agrees that subgrants shall be subject to and incorporate the following conditions of the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3711, et. Seq. (the Act), as amended; and the Executive Office of Public Safety Programs Division (EOPS Programs Division). The subgrantee shall include provisions of the Act to effectuate the purposes of these conditions in all contracts of employment, consultant agreements or contracts issued under an approved application.

1. USE OF FUNDS FOR PURPOSES OF THE PROJECT.
Funds awarded under this subgrant will be used only for the project set forth in the grant application or in any amendment thereto filed with and approved by EOPS Programs Division.

2. SUBMISSION OF AN APPROVED BUDGET:
No funds will be made available to a project until an approved budget is on file at EOPS Programs Division.

3. BUDGET REVISIONS.
Subgrantees may make up to two budget revisions per year, involving a cumulative total of up to either ten percent of the total project budget or \$2,000 whichever is greater without obtaining prior EOPS Programs Division approval. Prior EOPS Programs Division approval must be obtained for making a revision which, when combined with any previous budget revisions would involve a percentage of ten or more of the total project budget. A response from EOPS Programs Division to a request for budget revisions will be made within ten (10) business days of the receipt of the request. Budget revisions, not requiring prior approval must be submitted to EOPS Programs Division in writing within ten (10) days after the revision is made.

4. FINANCIAL REPORTS
 - a. The subgrantee agrees to account for its federal grant funds, make quarterly financial reports and meet reasonable fiscal and administrative requirements, in accordance with OMB Circular A-102. The subgrantee further agrees to establish fiscal control and fund accounting procedures which meet minimum requirements of these guideline manuals and which ensure proper disbursement of, and accounting for, grant funds. Such accounting procedures must provide for an accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. Subgrantees which are not a state or independent governmental agency are required to maintain a separate bank account for each grant. **Quarterly financial reports must be submitted to EOPS Programs Division within fifteen (15) days after the close of each calendar quarter.** Failure to comply with this condition may result in the withholding of subgrant funds until the delinquent report is received.

- b. All subgrantees are required to file end-of-the-year General and Specific Progress Reports thirty (30) days after completion of the project period. **Further, all funds, which are not obligated at the end of the grant period, must be reverted back to EOPS Programs Division.** Failure to comply with this condition will result in the withholding of funds from continuing subgrants and will preclude non-continuing subgrantees from eligibility for future funding initiatives under this formula grant program. EOPS Programs Division retains the right to pursue legal action in order to recover unexpended funds.
5. OBLIGATION AND EXPENDITURE.
No funds may be obligated after the end of the project period and all obligated funds must be expended within ninety (90) days after the end of the project period.
6. INSPECTION AND AUDIT.
Pursuant to Office of Management and Budget (OBM) Circular A-128 "Audits of State and Local Governments", A-128 grantees and subgrantees must provide for an independent audit of their activities. These audits should be made annually but not less frequently than every two years. References should be made to the "Financial and Administrative Guide for Grants", Guideline Manual 7100.1D, Office of Justice Programs. Accounts and records of all Subgrantees, which disburse or use grant funds, must be accessible to authorized officials for the purpose of audit and examination. Contracts made by subgrantees must provide for audit of contractor's records pertaining to the use of subgrant funds. All required records shall be maintained until the audit is completed and all questions arising there from are resolved, or for three years after the end of the subgrant period, whichever is sooner.
7. FUNDS FORECAST.
Funds will be reimbursed quarterly on the basis of quarterly financial reports provided to EOPS Programs Division by the subgrantee. Payments may be adjusted to correct overpayment or underpayment and disallowed payments resulting from an audit.
8. PROGRAMMATIC PROGRESS REPORTS. The subgrantee agrees to submit a quarterly programmatic progress report on prescribed forms. The subgrantee further agrees to make all programmatic records available to EOPS Programs Division in order to meet responsible monitoring and evaluation requirements. **Quarterly progress reports must be submitted to EOPS Programs Division within fifteen (15) days after the close of each calendar quarter.** Failure to comply with this condition will result in the withholding of subgrant funds until the delinquent report is received.
9. NON-SUPPLANTING. Formula grant funds shall not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal aid, be made available for law enforcement and criminal justice activities. Section 1301 (2) of the Act. (See attachment D).

10. PERSONNEL

- a. HIRING APPROVAL. In cases where the proposed salary for a position is \$25,000 or more per year, EOPS Programs Division's approval of the individual selected to fill the position must be obtained. EOPS Programs Division's approval is not required to fill positions of less than \$25,000 which have been previously approved in the grantees' initial budget, providing that the resume(s) are on file at the Executive Office of Public Safety, unless the subgrantee has been specially conditioned to require such approval. When a hiring decision is made, the resume of the individual hired must be submitted to EOPS Programs Division within ten days. Qualifications of positions and hiring procedures must conform to those described in the project application and any amendments.
- b. RÉSUMES. Resumes for all project employees paid for with federal grant funds and/or matching funds must be submitted to EOPS Programs Division at the beginning of the grant period. Resumes will also be required for subsequent hires throughout the grant period.

11. CIVIL RIGHTS LAW REQUIREMENTS

All recipients, regardless of the type of entity or the amount awarded, are subject to the prohibitions against discrimination in any program or activity and may be required by Office of Civil Rights of the U.S. Department of Justice, (OCR), through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population and their employment practices comply with equal employment opportunity requirements. 28 CFR 42.202 (n). Projects receiving more than \$25,000 in federal grant funds must submit, to EOPS Programs Division, an equal opportunity plan. Projects receiving more than \$500,000 must be approved by OCR.

12. AMERICANS WITH DISABILITIES ACT

All federal grant recipients must comply with the Americans with Disabilities Act (ADA):

All state and local government entities do not discriminate against people with disabilities in their programs, services and activities. State and local governments must take steps to examine their programs and establish a plan for compliance with the law.

13. PROCUREMENT

Purchase of services or materials by the subgrantee under the subgrants made by EOPS Programs Division shall meet the minimum requirements set out in Office of Management and Budget Circular A-102.

14. CONTRACTS

- a. Requests for Proposal or invitations for bid issued by the subgrantee to implement the project are to provide notice to prospective bidders that contractors that develop or draft specification, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from

bidding or submitting a proposal to compete for the award of such procurement.

- b. The applicable state or local procurement regulations will be followed on all contract awards. Prior written **approval of the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP) and V.A.W.A Programs Office (V.A.W.A) is necessary on sole source contracts exceeding \$100,000.** Sole source justification should be made, in writing, to EOPS Programs Division who in turn will forward all paper work to BJA for approval.

15. CIVIL RIGHTS LAWS AND REGULATIONS.

In accordance with civil rights laws and regulations, all subrecipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. The subrecipient must also certify that if they receive \$500,000 or more in funding, they will submit a copy of an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights (OCR), Office of Justice Programs (OJP) for approval and if a Federal/state court or administrative agency has made a finding of discrimination against them, they will submit a copy of said finding to the EOPS Programs Division within 45 days of the finding or within 45 days of the grant award beginning date if the finding occurred prior to the grant award. The completed "Certification of Compliance with Regulations" form (see "Attachments") must be submitted with the application.

16. RELEASE OF INFORMATION.

Pursuant to Section 521 of the Act, all records, papers and other documents of any kind related to the funded activity in any manner and kept by recipients of these funds shall be made promptly available upon request to any person authorized by EOPS Programs Division for inspection and copying.

- 17. a. EQUIPMENT. Prior written EOPS Programs Division approval is necessary for the purchase of any equipment with a unit price of \$5,000 or more. All equipment purchased with grant funds having a useful life of more than one year and a unit cost of over \$300 will be marked with an identifying number, which will include the subgrant number. An inventory will be maintained by recipients of OJP/V.A.W.A funds and will be available for inspection and audit. All such equipment will be accounted for in the project's final financial report and will revert to EOPS Programs Division unless written permission is received to retain the equipment. All other real or personal property purchased or produced with OJP/V.A.W.A funds shall be subject to property management standards in Office of Management and Budget Circular A-102. Proposed equipment purchases must be itemized in the approved budget.

- b. LOSS, DAMAGE OR THEFT OF EQUIPMENT Recipients/subrecipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to EOPS Programs Division.
18. TRAVEL.
The applicable state or local travel regulations will be followed unless the regulations permit per diem costs in excess of \$100 per day. Prior written approval from EOPS Programs Division is required for travel outside the continental United States and for per diem expenses that exceed \$100. For Violence Against Women Act (V.A.W.A.) S.T.O.P. grantees, prior written approval must be received at least 30 days in advance travel outside of Massachusetts.
19. COPYRIGHTS.
Where the subgrantee project produces original books, manuals, films, or other copyrightable material, the subgrantee may copyright such with the permission of EOPS Programs Division. EOPS Programs Division reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, translate or otherwise use, and to authorize others to publish and use such material.
20. PATENTS.
If any discovery or invention arises or is developed in the course of or as a result of work performed in an EOPS Programs Division funded project, the subgrantee shall refer the discovery or invention to EOPS Programs Division. EOPS Programs Division shall determine the disposition of all patent rights and the necessity of action required to protect the public interest in work supported with federal funds.
21. COMPLIANCE WITH SUBGRANT CONDITIONS.
Subgrants may be terminated or fund payments suspended by EOPS Programs Division where it finds a failure, to comply with the general and special conditions of the grant award, rules and regulations promulgated by EOPS Programs Division and the BJA, or a plan or application submitted to EOPS Programs Division.
22. REPORTING OF VIOLATIONS (FRAUD, WASTE, AND ABUSE).
It is the responsibility of all grantor agency personnel, grantees, subgrantees, and contractors under grants, to report to proper Office of the Comptroller or other DOJ responsible offices any alleged violations, serious irregularities, sensitive issues, or overt or covert acts that would use public funds or perform program or administrative requirements in a manner not consistent with grantor agency statutes, related laws and regulations, appropriate guidelines, or purposes or objectives of the grant.
23. NINETY-DAY START UP.
a. If a project is not operational within 60 days of the original starting date of

the grant period, the subgrantee must report by letter to EOPS Programs Division the steps taken to initiate the project, the reasons for delay, and the expected starting date.

- b. Unless the project is initiated and funds have begun to be meaningfully expended within ninety (90) days of the projected project start date, EOPS Programs Division reserves the right to terminate the subgrant and any funds received must be returned forthwith to EOPS Programs Division.

24. CONFIDENTIALITY OF RESEARCH INFORMATION.

Pursuant to section 525(a) of the Crime Control Act of 1976 and rules and regulations promulgated thereunder, specifically 28 CFR, Part 22, Confidentiality of Identifiable Research and Statistical Information, the subgrantee agrees to certify, and to comply in any manner required by the OJP/V.A.W.A and EOPS Programs Division, that identifiable research and statistical information gathered by the subgrantee pursuant to its application will be kept confidential. The subgrantee further agrees that no such identifiable information shall be transferred to any person(s) other than OJP/V.A.W.A, EOPS Programs Division, or project staff without prior written approval of EOPS Programs Division.

25. APPLICATION OF SUBGRANT CONDITIONS TO CONTRACTORS.

Whenever the subgrantee chooses to implement the proposed project by further subgranting to an implementing subgrantee or an independent contractor, all or any part of the amount of this award, the subgrantee shall include the provisions of these standard subgrant conditions in a further subgrant award of contract which shall be reduced to writing and submitted to EOPS Programs Division for its **prior approval**. Such implementing subgrantees or independent contractors, when utilized by the subgrantee, may be responsible for the day-to-day operations of the project, including hirings, terminations, budget revisions and the like, provided that the contracts between the subgrantees and the implementing subgrantees or independent contractors so specify. Such implementing subgrantees or independent contractors shall not, in any way, contravene or contradict EOPS Programs Division policy or Anti-Drug Abuse Act of 1986 rules, regulations, or guidelines referenced herein. A signed copy of the contract must be forwarded to EOPS Programs Division for its files.

- 26. All grantees receiving Violence Against Women Act (V.A.W.A.) S.T.O.P. grants shall show letters of collaboration, Memoranda of Agreement or other documentation to prove their collaborative relationship(s) with other agencies or organizations working to end crimes of violence against women in their geographical area.

27. EVALUATION.

Any programmatic evaluation of the project which is supported by this subgrant shall be conducted in cooperation with the Statistical Analysis Center (SAC) of the Executive Office of Public Safety Programs Division.

- a. Discretionary or National Priority Categories

- i. In the case that the project is (1) supported under a BJA or National

Priority category, and (2) not being studied in a national evaluation, i.e., one contacted for by BJA or the National Institute for Justice, any funds which have been designated for evaluation purposes will be held at EOPS Programs Division and administered by its SAC Unit.

- ii. In the event that a national evaluation study is to include this subgrant project, the project shall notify EOPS Programs Division in writing of the existence of such study, including the contractor(s) involved, the timetable by which the study is to be completed, the major issues which the study will address, and the approach to be used in on-site activities by the contractor(s).
- iii. During the evaluation period, the project will forward copies of all data collection instruments, interim reports and final reports to Executive Office of Public Safety Programs Division SAC Unit for review and comment.

b. Projects supported with OJP/V.A.W.A Grants Funds

- i. All recipients of BJA grant funds awarded by EOPS Programs Division shall cooperate in any monitoring or evaluation efforts initiated by EOPS Programs Division including but not limited to Desk Reviews, Site Visits and Sub-Grant Award Performance Reports (SAPR's). This cooperation will include assistance in the design of the evaluation, gaining access to and collecting the information required for the study, and cooperation with contractors retained by EOPS Programs Division for the purposes of conducting the evaluation.
- ii. In the event that a project or group of projects supported in whole or in part with BJA grant funds choose to initiate and support independent evaluation activities, EOPS Programs Division shall be notified in writing of that decision. The notification shall include the major evaluation questions or issues to be investigated, the methodology to be utilized in conducting the evaluation, the personnel to be assigned to conduct the evaluation, and/or whether the project proposes to retain an outside contractor to conduct the research, and the proposed timetable for completion of the evaluation. If a contractor is to be retained, the Request for Proposals (RFP) must be submitted to EOPS Programs Division for review and approval prior to its distribution. The notification shall also identify the amount of funds and their source, which will be utilized to support the proposed research. Each of these issues is subject to review and modification by EOPS Programs Division for approval prior to the initiation of related evaluation activities.

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY PRIVACY CERTIFICATION**

Award of funds for Executive Office of Public Safety Programs Division projects is contingent upon proper execution of the Privacy Certification pursuant to Section 524(a) and rules and regulations promulgated thereunder, specifically 28 C.F.R. Part 22. Any subgrantee that intends to conduct any program, project, or component thereof which is supported in whole or in part with EOPS Programs Division funds, the purpose of which is to develop, measure, evaluate, or otherwise advance the state of knowledge in a particular area; and in so developing, measuring, and evaluating intends to collect research or statistical information identifiable to a private person, must complete this certification. A subgrantee may substitute for this certification, proof of approved access to Criminal Offender Record Information (CORI).

The Privacy Certification may be completed by the Authorizing Official if that individual is directly responsible for preserving the confidentiality of identifiable research and statistical information. Otherwise, an appropriate employee should be designated to assume the responsibility.

Privacy Certification

I hereby certify that I am responsible for preserving the confidentiality of identifiable research and statistical information to be gathered pursuant to an award of funds from the Executive Office of Public Safety Programs Division.

I further certify that:

- data identifiable to a private person will not be used or revealed, except as authorized;
- access to data will be limited employees having a need thereof and that such persons will be advised of and agree in writing to comply with these regulations;
- all subcontracts which require access to identifiable data will contain appropriate assurances;
- any private person(s) from whom identifiable data are collected or obtained, either orally or by means of written questionnaire, shall be advised that the data will only be used or revealed for research or statistical purposes and that compliance with requests for information is not mandatory;
- adequate precautions will be taken to insure administrative and physical security of identifiable data; a log will be maintained indicating that identifiable data have been transmitted to persons other than BJA or subgrantee/contractor staff or subcontractors, and such data have been returned, or alternative arrangements have been agreed upon for future maintenance of such data, project plans will be designed to preserve anonymity of private persons to whom information relates, including, where appropriate, name stripping, coding of data, or other similar procedures;
- project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person except as authorized; and
- upon completion of this research and statistical project the security of identifiable research or statistical information will be protected by proper destruction of the information or removal of any and all identifiers from said data.

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY SPECIAL CONDITIONS**

Approval of the Application by the Executive Office of Public Safety Programs Division for programs or projects referred to herein, as authorized by the Title IV Violent Crime Control and Law Enforcement Act of 1994 is contingent upon the subgrantee's compliance with the following special conditions:

1. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.
2. Commencing with the receipt of these grant funds, all police departments must submit timely and satisfactory monthly UCR or NIBRS reports to the State's Crime Reporting Unit.
3. Any modifications to the original proposed project must be submitted in writing to EOPS Programs Division for prior written approval. EOPS Programs Division reserves the right to amend the budget accordingly.
4. The subgrantee agrees that any publication (written, visual, or sound) issued by the grantee or by any subgrantee describing programs or projects funded in whole or in part with federal funds, shall contain the following statement:

This project was supported by Grant # 2004-WF-BX-0024 awarded by the Office of Violence Against Women, Office of Justice Programs, U.S. Department of Justice, through the Executive Office of Public Safety. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or the Massachusetts Executive Office of Public Safety Programs Division.

5. Based on monthly juvenile lockup data, police departments agree to be in compliance with M.G.L. Ch. 119. Sec. 39H, concerning the removal of status offenders from lockup. In order to ensure funding, a police department's lockup data must demonstrate full compliance with the status offender law.

In accordance with M.G.L. Ch. 119 Sec. 39H, no status offender (i.e., runaway, CHINS, stubborn child, etc.) may be held securely in a police station or lockup. Non-secure alternatives are available through the department of social services statewide. Technical Assistance is available from the Executive Office of Public Safety Programs Division's Compliance Monitors.

6. All police departments which have a Department Youth Services approved juvenile lockup shall submit monthly lock-up data to EOPS Programs Division. In the event that electronic reporting of such data is available, reporting to EOPS Programs Division will be made electronically through the Criminal History Systems Board.
7. The subgrantee agrees to participate in the evaluation of projects funded by the grant including Desk Reviews, Site Visits and Sub-Grant Award Performance Reports (SAPR's). Specifically, each subgrantee agrees by accepting the award to (1) conduct its own evaluation measures specified in the grant application and submit the results of such evaluation to EOPS Programs Division (2) provide quarterly programmatic, fiscal and other data to the EOPS Programs Division and (3) make personnel available to the EOPS Programs Division evaluators on a regular basis for evaluation purposes. Subgrantees recognize that the failure to do so will result in the suspension or termination of funding.
8. Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the market place. Consideration will be given to compensation including fringe benefits for those individuals whose employees do not provide the same. In addition, the maximum rate for consultants is \$450.00 (excluding travel and subsistence costs) for an eight-hour day. A request and significant justification for compensation over \$450.00/day must be submitted in writing to EOPS Programs Division for approval.
9. Any and all requests for budget adjustments must be submitted to EOPS Programs Division in writing on the standardized budget adjustment form. EOPS Programs Division will respond to all requests within ten working days from the time of receipt of a written request. [A request for an extension must be submitted no later than 60 days from the original termination date of the grant award.]
10. All V.A.W.A. grantees must attend the annual Technical Assistance Workshop as directed by EOPS Programs Division.
11. Police departments receiving V.A.W.A. S.T.O.P. grants must certify their compliance with the *Domestic Violence Law Enforcement Guidelines*, 2002 Revised edition. They must ascertain that a copy of their acceptance of said Guidelines is on file with the Secretary of Public Safety for the Commonwealth of Massachusetts.
12. District Attorneys' Offices receiving V.A.W.A. S.T.O.P. grant funds must certify that they use the *Massachusetts Prosecutors Manual: Domestic Violence and Sexual Assault* for training all prosecutors and the *Victim-Witness Advocate Training Manual* for training all victim-witness advocates hired under the grant.
13. All grantees must register for the S.T.O.P.MA listserv.

COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY NON-SUPPLANTING CERTIFICATE

All subgrantees are required to certify compliance with the Non-Supplanting requirements of the Crime Control Act of 1976. Federal funds may not be used to replace State and local funds that would, in the absence of such federal assistance, be available for law enforcement purposes. If this certification cannot be made or if expenditures for law enforcement purposes have been reduced or unchanged from the preceding year, please attach a separate sheet of explanation. This form need not be filled out by private non-profit corporations that are named subgrantees.

I hereby certify that, in accordance with OJP/V.A.W.A Financial Guidelines, OMB Circular A-102 the _____ will not use grant funds
 (SUBGRANTEE)

to replace state and local funds that would, in the absence of such assistance, be made available for law enforcement purposes; that law enforcement expenditures for the grant period are at least as great for preceding year plus an average annual increment in such expenditures for the past two years; that the subgrantee investment in law enforcement has not been reduced for the preceding year.

The subgrantee has read and agrees to comply with all General and Special Conditions specified in this document. Sign and submit this package with, original signature, to the Executive Office of Public Safety Programs Division and retain a copy for your records.

 AUTHORIZING OFFICIAL

 DATE

 TITLE

NORTHERN IRELAND NOTICE AND CERTIFICATION

State agencies, state authorities, the House of Representatives or the state Senate may not procure goods or services from any person employing ten or more employees in an office or other facility located in Northern Ireland who fails to complete the certification below as required by M.G.L. c.7 section 22C:

Check One:

_____ The bidder does not employ ten or more employees in an office or other facility in Northern Ireland.

_____ The bidder employs ten or more employees in an office or other facility located in Northern Ireland and certifies that:

- 1) the bidder does not discriminate in employment, compensation, or the terms, conditions and privileges of employment on account of religious or political belief; and
- 2) the bidder promotes religious tolerance within the work place, and the eradication of any manifestations of religious and other illegal discrimination; and
- 3) the bidder is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

Signed under the pains and penalties of perjury on this _____ day of _____, ____.

Bidder Name

X _____
Signature of Authorized Representative Signing on
Behalf of Bidder

Print Name of Authorized Representative of Bidder

Print Title of Authorized Representative of Bidder

**OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instruction for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." "The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

**OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND
4061/4 WHICH ARE OBSOLETE**

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ If there are workplaces on file that are not identified here.

☐ Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ If the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in connection any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

CONTRACTOR AUTHORIZED SIGNATURE VERIFICATION FORM

Individuals: Individuals have **two options** to verify signature authorization:

1. **Official Sample of Signature.** Signature verification may be accomplished by submitting a copy of a driver's license, passport, social security card, business ID or other official form or identification containing the authorized signatory's signature, **OR**
2. **Notarization.** In the alternative, the Bidder can have their signature notarized in the space below.

Corporations. Corporations have **two options** to verify signature authorization.

1. **Authorization and Clerk Certification:** The Corporate Clerk may certify in the space below that they have witnessed the authorized signatory's signature (made in the Clerk's presence) **AND** that the signatory is authorized to execute contracts and other documents and legally bind the corporation. (**NOTE:** Clerks may not self-certify if they act as Clerk and as an authorized signatory. Alternative documentation should be submitted); **OR**
2. **Authorization and Official Sample of Signature or Notarization** (Complete both "a." and "b." below)
 - a. **Authorization.** The Bidder may attach a copy of a board of directors vote stating that each signatory is authorized to execute contracts and other documents and legally bind the corporation, **AND:**
 - b. **Official Sample of Signature or Notarization. (Select one option)**
 - **Official Sample of Signature.** Attach a copy of a driver's license, passport, social security card, business ID or other official form or identification containing an example of the authorized signatory's signature, **OR**
 - **Notarization.** Have each of the signatory's signature notarized (made in a notary's presence) below.

Partnership or Other Entities

1. **Authorization.** Attach documentation for each signatory of authorization to execute contracts and other documents and legally bind the partnership or other entity, **AND**
2. **Official Sample of Signature or Notarization:** (Select one option)
 - a. **Official Sample of Signature.** Attach a copy of a driver's license, passport, social security card, business ID or other official form or identification containing the authorized signatory's signature; **OR**
 - b. **Notarization.** Have their signature notarized in the space below.

THIS SECTION IS FOR NOTARIZATION OR CORPORATE CLERK CERTIFICATION

PRINT SIGNATORY'S FULL LEGAL NAME: _____

SIGNATURE: (as it will appear on documents) _____

(NOTARY) I, _____ as a notary public certify under the pains and penalties of perjury that I witnessed the signature of the aforementioned signatory on behalf of the Bidder, and the individual's identity was verified, on this date: _____, 20 _____. My commission expires on:

OR

(CORPORATE CLERK) I, _____ as corporate clerk of the Bidder/Contractor certify under the pains and penalties of perjury that I witnessed the signature of the aforementioned signatory and the signatory is authorized to execute contracts and other instruments and legally bind the Bidder/Contractor. This date: _____, 20 _____.

AFFIX CORPORATE SEAL OR NOTARY SEAL HERE: